

## **BOARD OF SELECTMEN**

December 4, 2012

### **Minutes**

The Board of Selectmen met on Tuesday, December 4, 2012 at 7:00 p.m. in the Town Hall Clark Room. Those present were Selectmen Peter Scavongelli, John Gorecki, John D. Williams, Timothy F. Hult, and Douglas A. G. Stevenson. Town Administrator Timothy D. Goddard was also present.

Mr. Scavongelli spoke briefly about the Annual Tree Lighting ceremony that took place on the Town Common prior to the Board of Selectmen's meeting this evening. He said this was a wonderful event and he thanked Gary Davis and his crew for installing the new LED lights. Mr. Scavongelli also thanked Robin Emerson and Larry Bearfield for their leadership in organizing this ceremony and the Police and Fire Department as well for their assistance.

### **Town Administrator Report**

1. Mr. Goddard spoke about Back Road Realty (BRR) and the property on 669 Bedford Road. He said since the Board's last meeting, the Town has received a payment of \$3,000.00 from BRR in compliance with our forbearance agreement. However, they have not paid the \$2,600 in property taxes per the agreement. Mr. Goddard said presently the December payment is due but he and Larry are willing to continue along with this arrangement as long as we are receiving some payments; that is unless the Board feels otherwise. Mr. Hult again suggested that a letter should be sent stating that the Town wants the unpaid property taxes in the amount of \$2600.00 and that timely payments will be expected going forward.

2. Mr. Goddard informed the Board that the collective bargaining agreement with the Police officers expires on June 30, 2013. He said the Board is required to send a formal notice to Local 201 informing them that they intend to bargain toward a successor agreement. Mr. Goddard said with the Board's permission, he will prepare this notice. The Board briefly discussed who will be on the bargaining team.

On a motion made by Mr. Williams and seconded by Mr. Stevenson, it was unanimously **VOTED** that the Board will formally notify the Police Union of their intention to begin to bargain with them toward a new agreement and to appoint two Selectmen to represent the Board in the negotiations.

Mr. Stevenson asked if there would be other members on the negotiation team. Mr. Scavongelli said there would also be Police Chief John Fisher and a member from the Personnel Board. Diane Makovsky and Mark Hersey from the Personnel Board were present at this meeting. Diane said she or another member of the Board will be available to assist in the negotiations.

3. Mr. Goddard spoke about the next two Board of Selectmen meetings. He asked the Board if there were any additional items they would like to add to these agendas.

4. Mr. Goddard said the Senior Tax Advisory Committee has requested the Board's permission to place the annual donation request form for the Fiscal Year 2013 Town of Carlisle Aid to the Elderly and Disabled Fund within the mailing of the third quarter tax bills. He explained that this is a worthy cause that allows voluntary donations to be made to this fund. (copy attached hereto)

On a motion made by Mr. Stevenson and seconded by Mr. Williams, it was unanimously **VOTED** to approve the request of the Senior Tax Advisory Committee to include a donation request form annually with the mailing of the third quarter tax bills and that this approval shall remain in force unless and until revoked.

### **Community Input**

Mr. Robert Wiggins of Nowell Farme Road spoke to the Board about a cluster development that has been brought before the Planning Board. He said he and many of his neighbors are concerned about the affect this development will have on their neighborhood. He asked for the Board's help on this matter.

Mr. Hult briefly explained this issue. He said there is an eleven (11) acre property that the owner desires to develop. Mr. Hult said what the owner is proposing is a conservation cluster that preserves about 30% of the property. Mr. Hult said this will allow him to have another house lot and some ability to have the houses closer together. Mr. Hult said he has attended a few meetings with members of the community and their concerns are how this will affect their neighborhood. Mr. Hult said this is before the Planning Board and what they have to determine is whether there is discernable value to the Town of the land that is set aside. Mr. Hult said this is not a Zoning Board issue. Mr. Hult said there are two issues here, first, is there value to the conservation cluster; and secondly, is the Planning Board willing to take some extra steps to preserve the character of the community. He said this is not a Board of Selectmen issue.

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On a motion made by Mr. Williams and seconded Mr. Gorecki, it was unanimously **VOTED** to approve the Minutes to the Board of Selectmen meeting of November 20, 2012.

### **FY 13 Tax Classification Hearing**

Assessor Melissa Stamp and Board of Assessors member Jim Marchant were present for this discussion. Melissa said they are here tonight to request and recommend that the Board of Selectmen approve a residential factor of **one**, which means that there will be a uniform tax rate without any differences between commercial and residential property tax rates for fiscal year 2013.

Melissa presented documents for the Selectmen to review that showed tax rates if commercial and industrial were included.

Melissa said the Board of Assessor's have also recommended that the Board of Selectmen not grant an open space discount, not adopt a residential exemption or a small commercial exemption.

On a motion made by Mr. Stevenson and seconded by Mr. Williams, it was unanimously **VOTED** that for the purpose of setting fiscal 2013 property tax rate, the Board approve a residential factor of one, thereby establishing a uniform tax rate with no differences between commercial and residential property tax rates, and that the Board not grant an open space discount, not adopt a residential exemption, and not adopt a small commercial exemption.

Melissa also informed the Board that as a result of the FY13 rate setting process, the excess levy capacity has been calculated to be \$598,328.00.

On a motion made by Mr. Gorecki and seconded by Mr. Williams, it was unanimously **VOTED** to close the Tax Classification Hearing.

On a motion made by Mr. Williams and seconded by Mr. Gorecki, it was unanimously **VOTED** that for the purpose of setting the fiscal 2013 property tax rate, the Board approves a residential factor of one, thereby establishing a uniform tax rate with no differences between commercial and residential property tax rates, and that the Board not grant an open space discount, not adopt a residential exemption and not adopt a small commercial exemption.

### **Liaison Reports**

Mr. Gorecki reported that at the Financial Management Team meeting on Monday morning there was a discussion on the newly purchased Goff property. He said the Town Accountant is taking the necessary steps to set-up an accounting procedure for this purchase.

Mr. Scavongelli said the Highland Committee has been meeting regularly and they have determined three possible options for the use of the Highland Building. He said they are: 1) cultural/community center; 2) housing; 3) recreation.

Mr. Stevenson spoke about the recent Special Town Meeting and the passage of Goff property article. He thanked Greg Peterson who took the lead in this project.

#### **Personnel Committee – FY12 Wage Adjustment**

Mark Hersey and Diane Makovsky from the Personnel Board were present to discuss the wage adjustment recommendation for FY14. Mark prepared several charts, starting with a Comparison of Inflation and Carlisle wage adjustments from January 1990 to January 2013. Mark said that Town Administrator Tim Goddard prepared a FY14 Non-Union COLA chart listing surrounding communities and the percentage of increase their employees would receive. The average percent was 2.22%. Mr. Goddard said some of the communities are comparable communities; others are just communities in this area.

Mr. Hult said this is very good data; however it is a good idea to request information consistently from the same towns. [Mr. Goddard noted those Towns did not have that information at this time.]

On a motion made by Mr. Williams and seconded by Mr. Gorecki, it was unanimously **VOTED** to concur with the Personnel Board and recommend to the Finance Committee a wage adjustment of 2.25% for all non-bargaining unit employees for FY2014.

Mr. Hult was very supportive of this recommendation.

#### **Selectmen Input re: Minuteman Out of District Study**

Mr. Hult said a committee was formed at the Minuteman School to try to understand the impact of between 35 and 40% of out-of-district students in the School. He said presently the school consists of about 700-750 students of which 37% [or slightly more] are tuition students. Mr. Hult said the idea of this report is, as we are now facing some significant capital expenses for the school to try to attempt to understand how that payment of tuition relates to the overall costs of the school. Mr. Hult said this study emphasizes our point about moving forward with the Building project until we understand how all 700 students will contribute to the capital costs of the school. He said there is a movement among the sixteen communities who send students to Minuteman, saying that the tuition is too high. These communities are putting pressure on the legislature. Mr. Hult said in several reports he has seen, Minuteman is the highest cost Technical School in Massachusetts. He said the important part is for the Town of Carlisle to go on record as opposing a reduction of the maximum tuition paid to Minuteman and unequivocally stating that this does nothing but re-enforce our position that we do not intend to vote for any major renovations or capital programs until we understand how all students at a significant size high school will participate in funding that capital program.

Mr. Hult said he would make a few minor changes to these comments to the committee if the Board has any and would like to send them to him.

On a motion made by Mr. Williams and seconded by Mr. Stevenson, it was unanimously **VOTED** to approve the draft commentary prepared by Tim Hult and presented tonight substantially in the form presented and additional authorization for Chairman to sign letter.[copy attached hereto]

#### **Draft Collins Center Report/Recommendations**

Rob Haley and Jay Gardener were present from the Collins Center to discuss the Report on the Review of Town Government Operations for the Town of Carlisle. The following members from the Steering Committee were also present: David Freedman, Bill Risso, Larry Barton, and Tim Goddard.

Rob Haley spoke about the process they followed for this project. He said in June, 2012 they met with Town Administrator Tim Goddard, and then they interviewed all of the Town Hall Department Directors. This was the first time they met with the Department Heads. He said they collected preliminary data and made

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detailed data requests. Rob said a descriptive profile was developed for each department. He said they met with the Steering Committee and developed preliminary issues for discussion. Rob said a final draft was then prepared.

Positive Characteristics Rob said there were many positive things about Carlisle. He said the Departments were amazing in their sharing of clerical and administrative staff. He said many employees work longer hours than those posted at Town Hall and on the website. Rob also noted that there was good communication between departments.

Operational Improvements Rob spoke about a five-year Information Technology Strategic Plan. He said presently there is no consistent means of establishing priorities for hardware, software and replacement of those items. He said they have recommended forming an ad hoc strategic planning committee under the direction of the Finance Director to address these issues more efficiently.

Rob discussed the Town website and how Town Hall business could be handled on-line, for example: licensing, permitting, and application submissions.

Rob spoke about the Council on Aging and the Recreation Commission. He suggested they purchase an automated information system that would collect and report participant data. This would be helpful for the Recreation Commission in regards to registration and marketing purposes too. In keeping along those lines, Rob encouraged increasing the use of the Town website. This would include posting the hours that Town Hall is open and listing frequently asked questions (with answers).

Rob said another suggestion was relative to the Town Administrator's position. They felt the Board of Selectmen should consider strengthening this position and providing more authority to the Town Administrator.

Organizational Improvement - It was also suggested that the Council on Aging and Recreation Commission merge into a single 'Community Services Department'. He said they have seen similar missions and many cities have merged these functions.

Rob suggested the Town consider the conversion of the Town Clerk from an elected to an appointed position. He noted that in the Commonwealth of Massachusetts 254 communities have elected Town Clerks and 79 have chosen to appoint their Town Clerks. However these elections were mostly unopposed.

Jay Gardener spoke about the Land Use and Human Services Boards. He explained that the Town could improve customer service and efficiency by grouping these departments together in the Highland Building. This would allow improved customer service, space allocation and better communication by offering one-stop-shopping.

Mr. Scavongelli thanked Rob and Jay for the presentation. He asked the Steering Committee if they would like to make any comments. David Freedman from the Planning Board said the Steering Committee met only two times; once in the beginning of the process and the second time at the end.

Larry Barton, Finance Director said some of the suggestions/recommendations made in this report are already in progress. He said the GIS system is one of those projects that are beginning to take hold. He said the Town Administrator has now coordinated our response to technology problems through a contractor.

With respect to the Steering Committee, Larry said the Council on Aging was very vocal about the amount of space that is available. He said that is a part of the discussion that brought about the Highland Building and the Land Use Boards. The idea was to free-up space in Town Hall for programs, while moving the Board of Health, Planning Board, Conservation Commission and the Building Department to the Highland Building. Mr. Scavongelli mentioned that the Steering Committee included David Freedman from the Planning Board, Liz Bishop and Abba Singhal from the Council on Aging, Tim Goddard – Town Administrator, Larry Barton- Treasurer, Bill Risso from the Board of Health, Tom Brown from the Conservation Commission, and Rick Amodei from the Recreation Commission. He thanked them for their service on this project.

Mr. Hult said spoke about the Town Clerk position. He said this had nothing to do with the quality and performance of our current Town Clerk; it was a question about the correct structure for a Town.

Mr. Scavongelli said this is a lot of information for the Board of Selectmen to digest. He suggested taking the recommendations that were presented tonight and form a sub-committee to work with the Steering Committee. Mr. Hult said he will work with Mr. Scavongelli on the sub-committee. Mr. Hult added that he wanted to make a commitment to this study's recommendations and not let it fall aside.

### **Town Administrator Performance Evaluation**

Mr. Gorecki spoke about the process that was followed to complete Mr. Goddard's Performance Review. He said all of the Selectmen were asked to complete a questionnaire consisting of seven categories and rate each on a scale from 1 (Unsatisfactory) to 5 (Outstanding). Mr. Gorecki said overall Mr. Goddard achieved a rating of 4.3, which is almost outstanding.

Mr. Gorecki the Board prepared the following five Goals for the Town Administrator for FY12-13.

- 1) Review and implement the relevant recommendations of the Collins report.
- 2) Move the technology project to the next level.
- 3) Develop a conspicuous and focused program toward customer service. This would include specific definition of what customer satisfaction is from each department and focus on measurability.
- 4) Overall Management –Express confident leadership.
- 5) Continue to help the Board of Selectmen build strong relationships with other Boards.

Mr. Goddard thanked the Board.

### **Executive Session**

Mr. Scavongelli said the purpose for going into this Executive Session is to discuss strategy with respect to bargaining with non-union personnel. He said the Board of Selectmen will not return to open session.

At 9:20 p.m. a motion was made by Mr. Williams to go into Executive Session pursuant to MGL Ch. 30A, §21(a)paragraph (2) to discuss strategy with respect to bargaining with non-union personnel as an open session may have a detrimental effect on the Town's negotiating position and not to return to open session. The motion was seconded by Mr. Stevenson and the following roll call vote was taken: Scavongelli – aye; Gorecki – aye; Williams – aye; Hult – aye; and, Stevenson – aye.

Respectfully submitted by Margaret Arena